**How to create printer policies and associate them with workstation or workstation groups in ZCC**

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| 1. To access ZCC, open up your browser and type in the address: <http://zcc.ad.iusd.org>   **Note:** For easy access, the ZENworks Control Center (ZCC) bundle (app) is also available.   * 1. Open up your browser and type in the address: <http://zcc.ad.iusd.org> to access ZCC.   2. Browse to Bundle > Centralized Applications > Utilities and check box next to ZENworks Control Center (Fig1)   3. Click on Assign Bundle to Device or Assign Bundle to User on the left panel to your workstation or user, browse to your site and check option to have it appear on the desktop.   4. Right-click on the Z icon in the system tray on your computer, select Refresh (Fig2) and the ZCC shortcut will appear on your desktop (Fig3)   **Note:** If shortcut doesn’t appear, log off and on. | C:\Documents and Settings\pphan\Desktop\ZCC.png  Fig1  C:\Downloads\zcc\zenclient.png C:\Downloads\zcc\zcc shortcut.png  Fig2 Fig3 |
| 1. When the login screen appears, type in your Microsoft username and password and click on Login. |  |
| 1. Click on Policies on the left panel and browse to your site by clicking on Elementary Schools or Middle Schools or High Schools > Site abbreviation |  |
| 1. Once you are in your site, click on New and select Policy  **Note:** for the remainder of this how-to we’ll take ST (Stone Creek elementary) as example. |  |
| 1. **In step 1**: select Printer Policy under Policy Type and Click on Next |  |
| 1. **In step 2**: type a name (e.g., laptops-printers) and give a useful description (e.g., laptops printer policy). Click on Next |  |
| 1. **In step 3**: select Network (SMB / HTTP) under Printer type and click on Next   **Note:** If you need to make a change, click on Back. |  |
| 1. **In step 4**: type the server name and printer name in the Name / Location field using the convention [\\servername\printername](file:///\\servername\printername) (e.g., \\ST-FP\ST-LAB-BW-D2330DN)  **Important note:** make sure there’s no space before the slashes or after the name **Note**: the printer name must match the one created on the server and can be obtained by using the Print Management utility or by clicking on Start > Run > and typing server name ([\\ST-FP](file:///\\ST-FP)) and clicking OK |  |
| 1. **In step 5**: click on Next   **Note:** the printing preferences should be modified on the Windows server using the Print Management utility |  |
| 1. **In step 6**: Check box Set as default printer if you want to set the printer as the default printer and check box Remove all printers not specified by ZENworks policies if you don’t want any other printers on the computers affected by this policy. click on Next  **Note:** If there will be local printers on the computers then do not check the box Remove all printers not specified by ZENworks policies as that setting will delete any local printers.  **Note2**: setting the default printer and removing all printers not specified by ZENworks policies setting can also be set after creating the policy. |  |
| 1. **In step 7**: verify all info is correct and check Define Additional Properties and click on Finish  **Note**: all these settings can be changed after the policy is created so don’t fret if something was not entered correctly |  |
| 1. The Details page will appear showing that this policy is enabled under Enforcement and the lone printer under Printer List.  **Note**: |  |
| 1. To add another printer, we can repeat steps 6-10 but the easier way is to check the box next to the any printer name and clicking on Edit and selecting Copy |  |
| 1. The Copy Printer window will appear |  |
| 1. Just delete “Copy of” before the two slashes and type in the correct printer name and click on OK.  **Important note:** make sure there’s no space before the slashes or after the name |  |
| 1. The new printer will show under the existing one.  **Note: C**hecking the option Remove all printers not specified by ZENworks polices will remove any printers manually added or local printers. Checking that option is usually recommended for computer labs.  **Note2:** If there will be local printers on the computers then do not check the box Remove all printers not specified by ZENworks policies as that setting will delete any local printers. |  |
| 1. To set a default printer, click on a printer name (e.g., [\\ST-FP\ST-LAB-BW-D2330DN](file:///\\ST-FP\ST-LAB-BW-D2330DN)) and the Configuration for that printer will appear below. Just check the box next to Set as default printer.  Add other printers as needed and once done, scroll down and click on Apply.  **Note1**: The check mark next to a printer name lets you know it’s set as the default printer  **Note2**: if you click on another tab or another link, you will be warned that you haven’t saved your changes. |  |
| 1. Once you click on Apply, you will notice a note at the top of the page reminding you to make sure you increment the version of this policy. Fig1 Click on Summary tab and click on Increment Version and the number will increase by 1. Fig2  **Note:** the computer will check the version upon login and if there’s a higher version then the policy will automatically update on the computer. | Fig1    Fig2 |
| 1. To associate this policy to a workstation or workstation group, click on the Relationships tab, and click on Add under Device Assignments |  |
| 1. When the Select Objects window appears, click on down arrow next to Workstation (Fig1) > click on down arrow next to your school level (Fig2) > click on down arrow next to your site name (Fig3) | Fig1 Fig2 Fig3 |
| 1. Click on the workstation(s) or workstation group(s) (e.g., LAPTOPS) you’d like to associate with the policy and it will appear on the right panel.  Click on OK when done.  **Note**: you can remove a selection by clicking on the red X under Remove column on the right panel |  |
| 1. **In step 1**: Your selected workstation or workstation group will appear. |  |
| 1. **In Step 2**: check box next to Enforce policies immediately on all assigned devices and click on Finish |  |
| 1. If the association was successful then you will see a green checkmark and your workstation or workstation group will show under Device Assignments  **Note**: upon next logon or reboot, the printers should appear in the list of printers on the workstations associated with the policy. To manually update the policy on the computer, right-click on the Z icon in the system tray and select Refresh. |  |
| **TIP1:** to create another policy, you can repeat step 4 on but the easier way is to check box next to an existing policy, click on Edit > Copy (Fig1)  1. Type a new name and click on OK. 2. Click on the newly-created policy and click on Edit and change the description under Summary. 3. Click on Relationships tab, and click on Add under Device Assignment to associate with other workstations or workstation groups.  4. Click Details tab and modify printer list.  **TIP2**: if you updated printers in several printer policies and wanted to increment the version for all those policies, a quick way is to 1. Take note of the current version number at the right side of each policy name  2. Check the box next to the policies  2. Click on Action menu 3. Click on Increment Version  4. Check that the version has incremented by 1. | Fig1  Fig2 |

**Important note:** You will find that unlike with ConsoleOne, ZCC allows you to associate a workstation or workstation group with more than one printer policy. However, it is recommended to only associate a workstation or workstation group with only one printer policy to avoid any conflicts. If you must associate with more than one printer policy then make sure that the policies don’t have a default printer set or the same default printer is set in all policies.